

Advancement Handbook for Ship's Serviceman

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Ship's Serviceman rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the "Exam Expectations" section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for SH3

Advancement Handbook for SH3

General SH <i>Skill Area</i>	LAUNDRY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Receive and weigh laundry
<i>Knowledge</i> you should have to perform this skill:	Recognize the procedures used to receive and weigh incoming laundry to include the following: <ul style="list-style-type: none">• Sort and inspect incoming laundry• Make the appropriate laundry log entries• Tag laundry as necessary• Stencil laundry as necessary
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the receipt, inspection, documentation, tagging, and stenciling of laundry.

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General SH <i>Skill Area</i>	LAUNDRY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Sort and inspect laundry
<i>Knowledge</i> you should have to perform this skill:	Identify the proper procedures to use when sorting and inspecting incoming laundry.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper procedures used in the sorting and inspection of incoming laundry.

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General SH <i>Skill Area</i>	LAUNDRY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify the laundry list
<i>Knowledge</i> you should have to perform this skill:	Identify any discrepancies found on the NAVSUP Form 233.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the identification of the form used to identify discrepancies of incoming clothing.

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General SH <i>Skill Area</i>	LAUNDRY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Change press pads and covers
<i>Knowledge</i> you should have to perform this skill:	Recognize the need and frequency to change press pads and covers.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the correct procedure and frequency for changing press pads and covers.

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General SH <i>Skill Area</i>	LAUNDRY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify and remove stains from laundry
<i>Knowledge</i> you should have to perform this skill:	Identify the various types of stains and the proper stain remover to be used.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper techniques and solutions used in the stain removal process.

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General SH <i>Skill Area</i>	LAUNDRY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Press laundry
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures for pressing clothes.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper procedures and techniques used to press clothes.

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General SH <i>Skill Area</i>	BARBERSHOP
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain haircut lists
<i>Knowledge</i> you should have to perform this skill:	Identify procedures to prepare haircut lists.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2501
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation and maintenance of haircut lists.

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General SH <i>Skill Area</i>	BARBERSHOP
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare customers for haircut
<i>Knowledge</i> you should have to perform this skill:	Identify the proper hair cutting techniques required to satisfy customers.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2501
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the use of hair cutting techniques in regard to customer service.

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General SH <i>Skill Area</i>	BARBERSHOP
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain barber tools
<i>Knowledge</i> you should have to perform this skill:	Identify the lubrication points and frequencies when performing maintenance and sanitation requirements on barber tools.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2501 and 2504
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the periodic maintenance and sanitation procedures performed on barber tools.

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General SH <i>Skill Area</i>	SANITATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain sanitation of service facilities
<i>Knowledge</i> you should have to perform this skill:	Recognize the sanitation requirements for all service activities to include: <ul style="list-style-type: none">• Barber tools and equipment• Barber physical examinations• Barbershop sanitation inspections• Laundry sanitation requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2504 and 2516
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning sanitation requirements as they apply to service activities.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process returned merchandise
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize procedures to prepare NAVSUP Form 972 to include the following:</p> <ul style="list-style-type: none"> • Information necessary for overrings • Information necessary for refunds • Applicable entries made in the NAVSUP Form 469 • Final disposition of the NAVSUP Form 972
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2206
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning NAVSUP Form 972 and its final disposition.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare cashier's change fund documents
<i>Knowledge</i> you should have to perform this skill:	Identify procedures to prepare NAVCOMPT Form 2114.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2210
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation and disposition of NAVCOMPT Form 2114.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare cash sales for collections
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize procedures to collect cash from retail facilities to include:</p> <ul style="list-style-type: none"> • Documentation of cash collected from ship's stores • Procedures for cash collected from vending machines • Overages/shortages
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2220 and 2221
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning basic and optional cash collection procedures.

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General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain accurate price lists
<i>Knowledge</i> you should have to perform this skill:	Review price lists to verify current prices.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2105
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning price lists and where to obtain them.

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General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain ship's store publications and logs
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to update, review, and verify ship's store publications and logs.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1106
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the frequency required to prepare new logs and the final disposition of past logs and sources of publications.

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General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and conduct inventories
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures to prepare ship's store spaces prior to and during the actual inventory to include:</p> <ul style="list-style-type: none"> • Pre-listing • Directional counting • Inventory sheet requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 9000-9025
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning space preparation, the different kinds of inventories, and when they are taken.

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General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Receive stock
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize procedures to verify quantities of merchandise received to include the following:</p> <ul style="list-style-type: none"> • Receipt of Ship's Store Merchandise (NAVSUP Form 973) • Receipt of Ship's Store Merchandise (DD Form 1155)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 6103
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the receipt of ship's store merchandise and the form(s) used to document this transaction.

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General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Arrange displays
<i>Knowledge</i> you should have to perform this skill:	Identify the frequency of change and the sources of display aids and merchandising assistance.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2002-2004
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning display aids and their sources, frequency of change, and merchandising assistance.

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General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect for spoiled, outdated, or damaged merchandise
<i>Knowledge</i> you should have to perform this skill:	Identify merchandise that is shelf-worn, outdated or damaged.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2106
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning substandard merchandise that needs to be liquidated via markdown, markdown to zero, or survey and the documentation required.

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General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare merchandise for transfer
<i>Knowledge</i> you should have to perform this skill:	Identify the correct documentation to make merchandise available for transfer.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 6102 and 7200
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the receipt and disposition of the appropriate documentation enabling merchandise transfer.

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General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain proper stowage
<i>Knowledge</i> you should have to perform this skill:	Identify stowage requirements by commodity.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 6000-6008
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning stowage requirements by commodity, including flammable materials, temperature restrictions, and storeroom ventilation.

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General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain security of retail spaces
<i>Knowledge</i> you should have to perform this skill:	Identify Group III security requirements.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1201
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning Group III security requirements for all types of retail stores and storerooms.

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General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain security of service facilities
<i>Knowledge</i> you should have to perform this skill:	Identify Group IV security requirements.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1203
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning security requirements for all Group IV spaces.

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General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Emergency entry procedures
<i>Knowledge</i> you should have to perform this skill:	Identify procedures required to enter a Group III space in the absence of the accountable custodian.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1202
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning emergency entry into Group III spaces in the absence of the accountable custodian for a variety of circumstances.

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General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Key control for Group III & Group IV spaces
<i>Knowledge</i> you should have to perform this skill:	Recognize the importance of key control procedures for Group III and IV spaces.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1201, 1203
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning key control procedures for all Group III & Group IV spaces.

Part 2

Advancement Handbook for SH2

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General SH <i>Skill Area</i>	CUSTOMER SERVICE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and promulgate laundry schedules
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize procedures for promulgating laundry to include the following:</p> <ul style="list-style-type: none"> • Capacity of laundry equipment • Amount of laundry processed weekly • Number of laundry crew based on assignments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning laundry scheduling and assignment of personnel.

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General SH <i>Skill Area</i>	CUSTOMER SERVICE
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review and update laundry logs
<i>Knowledge</i> you should have to perform this skill:	Identify discrepancies or deficiencies and determine corrective action.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the frequency of log reviews and what authority will review them.

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General SH <i>Skill Area</i>	CUSTOMER SERVICE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate causes for loss/damaged laundry
<i>Knowledge</i> you should have to perform this skill:	Identify causes of lost and damaged laundry.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on laundry claims and the documentation needed to substantiate payment.

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General SH <i>Skill Area</i>	CUSTOMER SERVICE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct sanitation inspection of retail and service activities
<i>Knowledge</i> you should have to perform this skill:	Identify sanitation requirements for retail and service activities.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2415, 2504, and 2516
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the frequency of inspections and what authority will conduct them.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Cash Register Records
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to correctly prepare and maintain cash register records and reports.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2225
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and maintenance of cash register records and associated documents.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Cash collection
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used when collecting monies from vending machines and ship's stores.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2220
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the procedures for the collection and documentation of cash.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Deposit money
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to balance cash collections and deposit money.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2230
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the balancing of cash records and the appropriate documentation. In addition, there will be questions concerning the frequency of deposit and the relationship to ROM.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Cash Sales Invoice
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to prepare and process the monthly Cash Sales Invoice.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2232
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and the distribution of the Cash Sales Invoice.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Purchase orders/requisitions
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to process purchase orders and requisitions.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and processing of DD Forms 1149, 1348, and 1155.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Calculate sales
<i>Knowledge</i> you should have to perform this skill:	Determine cash sales.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2220
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the calculation of cash sales with consideration of NAVSUP Form 972.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Mark down damaged items of merchandise
<i>Knowledge</i> you should have to perform this skill:	Identify damaged or shelf-worn merchandise for markdown.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2106
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and distribution of NAVSUP Form 983. In addition, familiarize yourself with accounting codes and classifications.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review and process Unmatched Expenditure Listings
<i>Knowledge</i> you should have to perform this skill:	Identify receipt discrepancies when comparing the Unmatched Expenditure Listing with the Purchase Order Log.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 5307
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the frequency of receipt and what causes an item to be reported on the listing.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Monthly Reports
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to prepare the following: <ul style="list-style-type: none">• Ship's Store Management Report• Inventory Control Record
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, App F
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and information found on the Ship's Store Management Report and Inventory Control Record.

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General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Transmittal of Receipts and Credit Memorandum Documents
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to prepare the Transmittal of Receipts and Credit Memorandum Documents.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 5305
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning preparation of the Transmittal of Receipts and Credit Memorandum Documents. In addition, questions concerning the frequency, activity mailed to, and enclosures.

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General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Create and Update Stock Cards
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to prepare and update NAVSUP Form 464.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 3320 and 3321
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning supply demand review, pricing, and suffixes used for stock numbers concerning markdowns and other information found on the NAVSUP Form 464.

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General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Pre-list and Post Inventories
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to prepare and post NAVSUP Form 238.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 9005 and 9008
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning preparing the pre-listing inventory sheets and posting information from the completed inventory.

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General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and Post Breakout Documents
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to prepare and post NAVSUP Form 973.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 6100-6102
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and posting of the NAVSUP Form 973 and distribution of copies.

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General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Purchase/Requisition Orders
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to prepare the following: <ul style="list-style-type: none">• DD Form 1149• DD Form 1155• DD Form 1348
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation of DD Forms 1149, 1155, and 1348 and be knowledgeable of their monetary limitations.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process expenditures
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to prepare the following forms: <ul style="list-style-type: none">• DD Form 200• DD Form 1149• DD Form 1348-1
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all expenditure types using the forms mentioned above.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Post receipts and expenditures
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize when and where to post the following forms:</p> <ul style="list-style-type: none"> • DD Form 200 • DD Form 1149 • DD Form 1155 • DD Form 1348-1
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chaps 5 and 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the posting and distribution of all receipt and expenditure documents.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Reconcile dealer's invoices
<i>Knowledge</i> you should have to perform this skill:	Recognize disparities between the dealer's invoices and receipt documents.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning matching dealer's bills to receipt documents comparing dollar amounts. In addition, you may be asked different scenarios regarding dollar amounts that do not match.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review logs
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used when reviewing the following logs: <ul style="list-style-type: none">• Purchase Order• Requisition• Expenditure
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chaps 4 and 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning information contained in the logs mentioned above and the reports that are verified against them.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain Ship's Store Afloat (SSA) Files
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to prepare SSA files and file documents.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1106
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the required frequency of replacing contents found in the SSA files and what documents are to be placed in each file.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct security inspections of retail and service spaces
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to conduct security inspections.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1200-1205
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of security for Group III and Group IV spaces.

Advancement Handbook for SH2

General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Key control
<i>Knowledge</i> you should have to perform this skill:	Recognize the procedures used for Group III and Group IV key control.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1201 and 1203
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of key control for Group III and Group IV spaces.

Part 3

Advancement Handbook for SH1

Advancement Handbook for SH1

General SH Skill Area	CUSTOMER SERVICE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor laundry logs and summary sheets
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to update and verify the accuracy of logs.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2512
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all logs used in the laundry and the frequency of review at which they are conducted by the responsible authority.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	FINANCIAL CONTROL
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare and assemble ship's store returns
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to document ship's store returns.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning assembling, substantiating, and the merging of ship's store returns. In addition, you can also expect questions in reference to ship's store afloat files and how they relate to the returns.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and process laundry claims
<i>Knowledge</i> you should have to perform this skill:	Identify discrepancies concerning the appropriate laundry logs and recognize when to forward legitimate claims.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2512 and 8202
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation, research, and payment of laundry claims.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine retail prices
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to verify that all merchandise is priced according to percentage guidelines.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 2100
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning pricing guidelines and the applicable departmental percentages.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop operational budget
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to prepare the Inventory Control Record and use applicable information.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 3310-3314
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and the analysis of the Inventory Control Record.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit Cash Receipt and Cash Register Books
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures used to compare Cash Receipt and Cash Register Books for accuracy and validity.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2230 and 2231
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the comparison of NAVSUP Forms 469 and 470 and the frequency at which this is done by the responsible authority.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review Stock Record Master Listings
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to verify the Stock Record Master Listings for current and future ordering information.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 3330
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the maximum stock limitations and establishment of low and high limits.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor Breakout Procedures
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used for breakouts and ensure compliance.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 6103
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper breakout procedures including paperwork, transport, discrepancies, and final disposition of paperwork.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct periodic price and inventory validity checks
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to perform periodic price checks and inventory validity checks on Group III spaces.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 2105 and 9001
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the performance of periodic price checks and inventory spot checks.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	TECHNICAL ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review SSA Files
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used for documentation required in SSA files and ensure compliance.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1106
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning what documents are found in SSA files respectively and the frequency of restarting those files.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Plan and conduct inventories
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to schedule and conduct inventories.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 9000-9024
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about scheduling and conducting inventories. This will also entail special inventory requirements and distribution of inventory sheets.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the operation of retail and service activities
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to close out NAVSUP Form 235.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 9101
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning closing out the NAVSUP Form 235. In addition, questions may be asked concerning when the form requires balancing or balancing and closing.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the operation of retail and service activities
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to close out NAVSUP Form 977.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 9104
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the closing out of NAVSUP Form 977. In addition, questions may be asked concerning the recap of the receipt section.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the operation of retail and service activities
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to close out NAVSUP Form 978.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 9105
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the closeout of NAVSUP Form 978. In addition, questions concerning special item closeout figures may be asked.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the operation of retail and service activities
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures to prepare and submit the Report of Disestablishment of a ship's store operation.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the disestablishment of a ship's store operation and the required disposition of stock and vending machines.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise the operation of retail and service activities
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to prepare and submit final returns.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and submission of the final returns for a deactivated ship. In addition, questions may be asked regarding any additional requirements for this set of returns.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Survey Documents
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to prepare DD Form 200.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 7100-7107
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation and routing of DD Form 200. In addition, you may be asked questions concerning the approval authority at all levels of the routing process.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor supply requisitions
<i>Knowledge</i> you should have to perform this skill:	Identify the following forms for accuracy: <ul style="list-style-type: none">• DD Form 1149• DD Form 1348
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 4010-4015
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the preparation of DD Forms 1149 and 1348, and the distribution of each form.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Initiate actions to procure/lease equipment
<i>Knowledge</i> you should have to perform this skill:	Identify sources to procure, lease, and fund equipment.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 4400-4431
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the procurement and leasing of equipment, both minor and major. In addition, questions may be asked concerning the approval authority and funding.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare load out requirements for deployment
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to schedule a pre-deployment visit.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1003
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about scheduling pre-deployment visits with the Fleet Assistance Team.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare load out requirements for deployment
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to compute the authorized increase for inventory allowance for deployment.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 3300
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the computation of the authorized inventory allowance for deployment purposes.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	LOGISTICS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare load out requirements for deployment
<i>Knowledge</i> you should have to perform this skill:	Identify the procedures used for procuring foreign merchandise for deployment.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 3200-3206
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the procurement of foreign merchandise and any restrictions that apply.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor security of retail and service activity spaces, merchandise, and funds
<i>Knowledge</i> you should have to perform this skill:	Identify and maintain all security requirements for Group III and Group IV spaces.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1200-1205
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on all aspects of security for Group III and Group IV spaces.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	SECURITY
<i>A skill</i> you are expected to perform from the General Skill Area above:	Monitor security of retail and service activity spaces, merchandise, and funds
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to maintain the ROM security system.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Para 1207
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning access rights, password/security instructions, and administration tasks.

Advancement Handbook for SH1

General SH <i>Skill Area</i>	SECURITY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor key control procedures
<i>Knowledge</i> you should have to perform this skill:	Recall procedures to monitor Group III and Group IV key control procedures.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1201-1203
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning key control for Group III and Group IV spaces, including emergency entry procedures.

Part 4

Advancement Handbook for SHC

Advancement Handbook for SHC

General SH <i>Skill Area</i>	CUSTOMER SERVICE
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate customer satisfaction
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to administer the self-assessment check-off list.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, App A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning items contained within the self-assessment check-off list.

Advancement Handbook for SHC

General SH <i>Skill Area</i>	FINANCIAL CONTROL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit records and returns
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to perform an audit of financial records and returns.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Chap 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the balancing and closeout verification of NAVSUP Forms 235, 977, 978, and NAVCOMPT Form 153.

Advancement Handbook for SHC

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish and implement a program for interviewing, evaluating, and assigning personnel
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to compile data on available personnel for placement in positions of accountability and authority.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1006-1008
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the process of making personnel assignments to the required positions of authority. In addition, questions may be asked in reference to JQR standards and letters of assignment.

Advancement Handbook for SHC

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review incoming and outgoing reports
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures used to review the following reports:</p> <ul style="list-style-type: none"> • Inventory Control Record • Monthly Management Report • Transmittal of Receipt Documents • Unmatched Expenditure Listing.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 3310-3313, 5305, and 5307; App F
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning information found on each of the reports mentioned above and any percentage, and stock-turn requirements.

Advancement Handbook for SHC

General SH <i>Skill Area</i>	MANAGEMENT AND SUPERVISION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review load out plan for deployment
<i>Knowledge</i> you should have to perform this skill:	Recognize procedures used to review the stock record master listing for merchandise on hand and for outstanding orders.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 3320-3330
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning data retrieval from the Stock Record Master Listing and how it relates to the authorized inventory increase for deployment.

Advancement Handbook for SHC

General SH <i>Skill Area</i>	SECURITY
<i>A skill</i> you are expected to perform from the General Skill Area above:	Establish procedures for security of retail and service activity spaces, merchandise, and funds
<i>Knowledge</i> you should have to perform this skill:	Identify procedures used to improve current levels of security for Group III and Group IV spaces.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1200-1207
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of security and how it relates to Group III and Group IV spaces.

Advancement Handbook for SHC

General SH <i>Skill Area</i>	SECURITY
<i>A skill</i> you are expected to perform from the General Skill Area above:	Establish key control procedures
<i>Knowledge</i> you should have to perform this skill:	Identify ways to improve current key control procedures.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-487, Paras 1201 and 1203
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning all aspects of key control and how it relates to Group III and Group IV spaces.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
SH3	NAVSUP P-487	Ship's Store Afloat	Chaps 1-9 Apps A,C,D,E	Note 1,2
SH2	NAVSUP P-487	Ship's Store Afloat	Chaps 1-9 Apps A,C,D,E,F	Note 1,2
SH1	NAVSUP P-487	Ship's Store Afloat	Chaps 1-10 Apps A,C,D,E,F	Note 1,2
SHC	NAVSUP P-487	Ship's Store Afloat	Chaps 1-10 Apps A,C,D,E,F	Note 1,2
<p>LEGEND:</p> <p>Note 1 - Available via INTERNET http://www.nll.navsup.navy.mil</p> <p>Note 2 - Available via NAVSUP P-600, CD-ROM 1 of 3</p>				